

**OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD  
MEETING MINUTES  
JULY 14, 2009**

**PRESENT:** Mylinda Barisas-Matula, OT; Brian B. Holmquist, OT; Deborah McKernan-Ace, OTA; David Cooper; Corliss A. Rice and Gail Slaughter, OT

**EXCUSED:** Dorothy Olson, OTA

**STAFF:** Gail Sumi, Bureau Director; Mike Berndt, DRL Board Counsel; and Michelle Solem, Bureau Assistant

**GUESTS:** Linda M. Anderson, President Wisconsin Occupational Therapy Association (WOTA)

**CALL TO ORDER**

Gail C. Slaughter, the Board Chair, called the meeting to order at 9:03 a.m. Quorum of 6 was confirmed.

**APPROVAL OF AGENDA**

**Amendments to the Agenda**

Closed Session:

Add Case Closing Case 07 OTB 010 after listed case closings.

**MOTION:** Mylinda Barisas-Matula moved, seconded by Deborah McKernan-Ace, to approve the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 11, 2008**

**MOTION:** David Cooper moved, seconded by Brian Holmquist, to approve the November 11, 2008 minutes as published. Motion carried unanimously.

**ELECTION OF 2009 BOARD OFFICERS**

**NOMINATION:** Deborah McKernan-Ace nominated Gail Slaughter as Chair of the Board, seconded by Brian Holmquist.

**NOMINATION:** Mylinda Barisas-Matula nominated Brian Holmquist as Vice Chair, seconded by Deborah McKernan-Ace .

**NOMINATION:** Mylinda Barisas-Matula nominated David Cooper as Secretary, seconded by Deborah McKernan-Ace.

The Board re-elected all previous board officers by consensus vote.

### **BOARD APPOINTMENTS**

Gail Slaughter appointed the following:

- Screening Panel – Dorothy Olson, David Cooper, and Brian Holmquist
- Credentialing/Education Liaison(s) – Deborah McKernan-Ace and Mylinda Barisas-Matula
- Division of Enforcement Monitoring Liaison – Mylinda Barisas-Matula
- Examination Liaison(s)/Team – Brian Holmquist and Deborah McKernan-Ace
- Legislative Liaison – Brian Holmquist
- Impaired Provider Program Liaison – Gail Slaughter
- Travel Liaison – Gail Slaughter
- Digest Coordinator – no appointment made at this time
- Practice Question Procedure – questions go to legal council then to the Board if necessary

### **ADMINISTRATIVE REPORT**

Gail Sumi described the new Board Services teams and a new Medical Bureau funded by the legislature, which should be staffed by the end of the year. She distributed a handout outlining the distribution of Boards among Bureau Directors.

#### **Staff Changes at DRL**

Gail Sumi introduced herself as the Division Administrator for Board Services. She also introduced Mike Berndt as legal counsel and Michelle Solem as a new bureau assistant.

#### **State Budget Report and Budget Impacts on DRL**

Gail Sumi announced that due to the budget deficit, there is a 6% budget cut for DRL. For that reason, Boards are being asked to prepare for a future of paperless board meetings and at least one meeting per year to be held by teleconference. The Board agreed that they would be a pilot board with the paperless project. The details for the paperless board meetings are under review. Later meeting start times may be considered in order to reduce or eliminate the need for lodging.

#### **Annual Policy Review**

Gail Sumi pointed out that the only policy change was for checked luggage.

### **Consider Meeting with the Medical Examining Board**

It was decided that the Board would not meet with the Medical Examining Board.

### **E-Credential Update**

Cathy Pond explained the new e-credential process. She indicated that credential printing would be done by the licensee and the printout would include both a certificate suitable for framing along with a wallet card. The website includes instructions related to the renewal process should the license lapse for more than 5 years.

The Board requested additional information regarding on-line compliance for the continuing education requirement for the new e-credential renewals. The Board will continue to discuss this at the next board meeting.

### **DESIGNATE HEARINGS AND APPEALS ATTORNEY AS ADMINISTRATIVE LAW JUDGE**

**MOTION:** Mylinda Barisas-Matula moved, seconded by Corliss Rice, to designate an attorney who is employed by the Division of Hearings and Appeals, Wisconsin Department of Administration, to serve as an Administrative Law Judge to preside over Class 1 license denial hearings and Class 2 disciplinary proceedings, pursuant to Wis. Admin. Code § RL 1.09 and § RL 2.10. This designation is in addition to the designation already provided in Wis. Admin. Code § RL 1.08 and § RL 2.10 Motion carried unanimously.

### **REPORT ON AMERICAN OCCUPATIONAL THERAPY ASSOCIATION (AOTA) ANNUAL CONFERENCE – APRIL 23-26 – HOUSTON, TX – MYLINDA BARISUS-MATULA**

Mylinda Barisas-Matula delivered a report about her attendance at this meeting.

### **DISCUSSION AND DESIGNATION OF REPRESENTATIVE AT THE WOTA CONFERENCE, MIDDLETON, WI, NOVEMBER 5-7, 2009**

As Travel Liaison, Gail Slaughter appointed Mylinda Barisas-Matula and herself to present at the WOTA conference.

**MOTION:** Brian Holmquist moved, seconded by Deborah McKernan-Ace, to appoint Gail Slaughter and Mylinda Barisas-Matula as the Boards delegates to the WOTA conference in Middleton, WI in November. Motion carried unanimously.

**2009 NBCOT ANNUAL CONFERENCE ON OCCUPATIONAL THERAPY  
STATE REGULATION FOCUS ON “ENCOMPASSING TODAY’S  
REGULATORY CHALLENGES: ROLES, RESPONSIBILITIES AND  
OPERATIONS” – BALTIMORE, MD, OCTOBER 23-24, 2009**

Board discussed attendance at NBCOT vs. AOTA. It was decided that they would prefer to use their travel allotment to attend the AOTA conference in April 29-May 2, 2010 in Orlando, FL. Designations will be decided at the next Board meeting.

**DISCUSS IMPACT OF WIS. ADMIN. CODE § OT 4.04 RULE RELATING TO  
OCCUPATIONAL THERAPIST SUPERVISION OF OCCUPATIONAL  
THERAPY ASSISTANTS EFFECTIVE FEBRUARY 1, 2009**

The Board discussed the changes and that this has saved jobs and money for school districts with COTA under supervision of OTR.

**SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES,  
ADMINISTRATIVE RULES AND LEGISLATION**

Gail Sumi informed the Board that this report is available on the website and that it will no longer be included in all agendas. The change was made to reduce paper use.

**PRACTICES QUESTION RECEIVED IN THE BUREAU AFTER  
MAILING OF THE AGENDA**

None.

**PUBLIC COMMENT**

Linda Anderson commented on some web site issues.

**CLOSED SESSION**

**MOTION:** Brian Holmquist moved, seconded by David, to convene to closed session to deliberate on cases following hearing (Wis. Stat. 19.85 (1) (a)); consider closing disciplinary investigation(s) with administrative warning(s) (Wis. Stat. 19.85 (1) (b), and Wis. Stat. 440.205); consider individual histories or disciplinary data (Wis. Stat. 19.85 (1) (f)) and to confer with legal counsel (Wis. Stat. 19.85 (1) (g)). Roll Call Vote: Mylinda Barisas-Matula-yes; Brian B. Holmquist-yes; Deborah McKernan-Ace-yes; Corliss Rice-yes; Gail Slaughter-yes. Motion carried unanimously.

The Board convened into closed session at 10:14 p.m.

### **RECONVENE INTO OPEN SESSION**

**MOTION:** David Cooper, seconded by Brian Holmquist, to reconvene into open session. Motion carried unanimously.

The Board reconvened into open session at 11:55 a.m.

### **ORAL EXAMS FOR 4 CANDIDATES FOR LICENSURE**

**MOTION:** Deborah McKernan-Ace moved, seconded by Mylinda Barisas-Matula, to validate the score of the 4 candidates for licensure. Motion carried unanimously.

### **CASE CLOSING**

#### **07 OTB 001**

**MOTION:** Brian Holmquist moved, seconded by Corliss Rice, to close case # 07 OTB 001 for prosecutorial discretion (P5). Motion carried unanimously.

#### **07 OTB 010**

**MOTION:** Mylinda Barisas-Matula moved, seconded by David Cooper, to close case # 07 OTB 010 for prosecutorial discretion (P1). Motion carried unanimously.

Division of Enforcement – Case Status Report(s)/Case Closing(s)

The Board received a copy of the case status report. The case closings were addressed earlier.

### **ADJOURNMENT**

**MOTION:** Mylinda Barisas-Matula moved, seconded by Deborah McKernan-Ace, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:00 p.m.

**NEXT MEETING:** November 3, 2009